

## **Outreach Manager**

1. **Purpose:** Manages all outreach activities to SGA members, non-members and like-minded organizations.
2. **Term of Office:** Two years. Appointed by President with Executive Board approval.
3. **Voting status:** Non-voting member.
4. **Major duties/responsibilities:**
  - a. Maintains and updates all SGA Web 2.0 applications, including the SGA blog, Flickr account, Facebook page and LinkedIn page.
  - b. Assigns a photographer or coordinates with other Committees to assign a photographer to document SGA events and activities. The Chair will be responsible for receiving photos and distributing photos to the membership.
  - c. Adds photographs from SGA events to the Flickr account. Notifies Archivist of new photographs for their review and inclusion in the SGA archives and dark archive.
  - d. By September 1, submits recommendation(s) to the President for the President's Award.
  - e. Promotes SGA and the archival profession to non-member persons, institutions and like-minded organizations.
  - f. At the direction of or in conjunction with the President, conducts archival advocacy activities.
  - g. Conducts general promotion for SGA events and activities, including assisting other Committees and coordinating photography of all events and activities.
5. **Approved by the Executive Board:** November 3, 2011

## **Outreach Assistant Manager**

1. **Purpose:** Assists the Outreach Manager in all facets of SGA outreach activities.
2. **Term of Office:** Two years. Appointed by President with Executive Board approval.
3. **Voting status:** Non-voting member.
4. **Major duties/responsibilities:**
  - a. Adds, removes or edits content to SGA Web 2.0 accounts per the Outreach Manager's request.
  - b. Assists in the creation of documents for advocacy efforts, including letter templates and press releases for distribution to the membership and media.
  - c. Contributes input to the Outreach Manager for Board reports.
5. **Approved by the Executive Board:** November 3, 2011